



US ARMY GARRISON

Fort Lee, Virginia

EQUAL EMPLOYMENT OPPORTUNITY (EEO) OFFICE NEWS BULLETIN



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BEFORE YOU TELL IT TO EEO: Attempt to resolve wrongs, violation of law, regulation, or policy at lowest level before you contact the EEO Office.

FUNCTIONS OF EEO: Compliance & Program Evaluation, Advisory Services, Complaint Processing, Training & Education, Affirmative Employment Program, and Special Employment Programs

SEXUAL HARASSMENT – Q & A

What is Sexual Harassment?

Sexual harassment is a violation of title VII of the Civil Rights Act of 1964 (as amended) which prohibits discrimination on the basis of sex. The Equal Employment Opportunity Commission (EEOC) has defined sexual harassment as-Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when--

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individuals, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Who is responsible for the prevention of sexual harassment?

Every employee of the Department of Defense must share the responsibility for preventing sexual harassment. Employees are responsible for their own conduct and must know and support the policy on sexual harassment. Employees are to become familiar with their rights and responsibilities in preventing and reporting sexual harassment. Although employees have an important role in preventing sexual harassment, managers and supervisors carry a larger burden of responsibility for ensuring a work place free from sexual harassment. Supervisors and managers must:

- Know and enforce the policy on sexual harassment.
- Set a clear example of appropriate work place behavior and communicate zero tolerance for sexual harassment.
- Be aware of what is going on in the work place and actively monitor for signs of sexual harassment.
- Ensure that employees know the policy on the prohibition against sexual harassment and the proper reporting procedures and penalties associated with sexual harassment.
- Take seriously all allegations of sexual harassment and be aware that claims of sexual harassment are not limited to women.
- Take swift and appropriate action against offenders.
- Follow up with employees who have reported sexual harassment to advise them of actions taken.
- Ensure that any employee reporting harassment is protected from any form of reprisal.

If sexually harassed, what should you do?

- As an employee of the US Army Garrison – Fort Lee and CASCOM, Fort Lee, you have a legal right to work in a work environment free from any form of sexual harassment or unwelcome sexual attention. Recognize sexual harassment and confront it. Know your rights and responsibilities and whom to go to for advice and Assistance in stopping the harassment. Finally, know your rights in pursuing formal and informal remedies.

- The decision to take action is very personal based on the circumstances and the individuals involved, if you feel you can't confront the harasser directly, report the conduct to your supervisor or to the harasser's supervisor. You may seek assistance or advice from an EEO Counselor, Special Emphasis Program Manager, EEO Office officials, Inspector General or union official.

- If possible, it is recommended that you confront the harasser directly to stop the behavior. Use straight talk-simply tell the harasser to "stop" or say "no" clearly and firmly. Make it clear that the behavior is unwelcome and state how the behavior is affecting you.

Who can be a target of sexual harassment and who can be charged with allegations of sexual harassment?

- Anyone can be a target of or have allegations of sexual harassment brought against them!

- Targets of sexual harassment and harassers are both male and female.

- Targets of sexual harassment and harassers are married, single, divorced, and of all races and ages. They are in all positions, at all grade levels, in all types of appointments and at all organizational levels. They are from all socio-economic backgrounds, at all educational levels, and in all geographical locations. They are supervisors, managers, non-supervisors, co-workers, contract and vendor employees.

What type of conduct or behavior constitutes Sexual Harassment?

- Verbal unwelcome remarks of a sexual nature.

- Physical unwelcome teasing, rubbing against, cornering, massages; or other physical contact of a sexual nature.

- Visual-posters, calendars, cartoons, or other material of a sexual nature.

- Sexually suggestive looks, letters, telephone calls, or giving of gifts or other material of a sexual nature, communicating in any manner that an employee will be adversely affected if sexual demands are not met.

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